



# NASA Policy Directive

**NPD 1490.11**

Effective Date: April 10, 2017

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**COMPLIANCE IS MANDATORY FOR NASA EMPLOYEES**[Printable Format \(PDF\)](#)

Request Notification of Change (NASA Only)

## Subject: NASA Printing, Duplicating, and Copying Management

**Responsible Office: Office of the Chief Information Officer**

### 1. POLICY

a. It is NASA policy to:

(1) Maintain an efficient and effective printing management program that includes printing, duplicating, scanning, and copying/printing methods in support of NASA activities and the conduct of official Government business.

(2) Maintain compliance with Title 44 of the U.S. Code. This law prohibits the use of Government-appropriated funds for the acquisition of printing and duplicating services and products unless it is through the Government Publishing Office (GPO) or an authorized NASA Center in-house duplicating facility. GPO is the Federal Government's primary centralized resource for gathering, cataloging, producing, preserving, and providing federally published information to all Americans. Each NASA Center may produce printed, duplicated, and copied materials through an authorized facility.

(3) Maintain compliance with Federal copyright laws in Title 17 of the U.S. Code. Questions regarding enforcement, infringement, best practices, and other legal guidance on copyright should be directed to the Office of General Counsel and Offices of Chief Counsel in accordance with NPD 2000.1.

b. It is Federal policy that agencies increase energy efficiency, eliminate waste, recycle, prevent pollution, promote duplexing or copying double-sided, and encourage electronics stewardship. Equipment acquisitions shall be energy-efficient (Energy Star or Federal Energy Management Program (FEMP) designated). All equipment purchased directly or indirectly by NASA must meet or exceed the energy efficiency content requirements of Executive Order (E.O.) 13514, Federal Leadership in Environmental, Energy, and Economic Performance.

### 2. APPLICABILITY

a. This NASA Policy Directive (NPD) is applicable to NASA Headquarters and NASA Centers, including Component Facilities and Technical and Service Support Centers. This language applies to the Jet Propulsion Laboratory (a Federally Funded Research and Development Center), other contractors, grant recipients, or parties to agreements only to the extent specified or referenced in the appropriate contracts, grants, or agreements.

b. In this directive, all mandatory actions (i.e., requirements) are denoted by statements containing the term "shall." The terms: "may" or "can" denote discretionary privilege or permission, "should" denotes a good practice and is recommended, but not required, and "will" denotes expected outcome, and "are/is" denotes descriptive material.

### 3. AUTHORITY

The National Aeronautics and Space Act, 51 U.S.C. § 20113 (a).

### 4. APPLICABLE DOCUMENTS AND FORMS

a. Copyright, 17 U.S.C. Chapters (Chs.) 1-13.

- b. Printing and Filming of US and Foreign Obligations and Securities, 18 U.S.C. §504.
- c. Planning for Federal Sustainability in the Next Decade, E.O. 13693, (2015).
- d. Restrictions on Printing and Duplicating, 48 CFR §1852.208-81.
- e. Printed or Copied Double-Sided on Postconsumer Fiber Content Paper, 48 CFR §52.204-4.
- f. Acquisition of Printing and Related Supplies, 48 CFR Subpart (Subpt.) 1808.8.
- g. Acquisition of Printing and Related Supplies, 48 CFR Subpt. 8.8.
- h. NPD 1380.1, Managing Agency Communications.

## 5. RESPONSIBILITY

- a. The NASA Chief Information Officer (CIO) has overall responsibility for the NASA printing management program. The CIO shall designate a NASA Printing Management Officer (NPMO).
- b. The NASA Printing Management Officer shall:
  - (1) Be responsible for Agency-wide administration of the NASA printing management program and is the authority to establish or disestablish Center duplicating facilities.
  - (2) Be the principal liaison between NASA and the Congressional Joint Commission on Printing (JCP).
  - (3) Ensure NASA is compliant with all applicable Federal requirements and Agency procedures that include printing, duplicating, and copying services.
  - (4) Direct the coordinated printing management program, administering the production, procurement, and distribution of materials produced via printing and duplicating processes throughout the NASA Centers.
  - (5) Provide authorization for centralized high-speed duplicating services and equipment.
  - (6) Provide direction for:
    - (a) the Agency-wide digital multifunctional device; and
    - (b) printer services and procurement activity through GPO.
  - (7) Collect printing data on an annual basis for reporting to Congress and publish an Agency Printing Management Plan annually reflecting this data.
  - (8) Conduct facility compliance reviews and coordinate Center self-assessments and Center customer satisfaction surveys.
  - (9) Ensure publication categories and numbering series information are available to the Center's Installation Printing Management Officer (IPMO).
- c. The NASA Center Directors and the Executive Director for Headquarters Operations shall:
  - (1) Ensure the printing, duplicating, and copy management activities at the NASA Centers are in compliance with applicable laws, regulations, Executive Orders, policies, and procedures. This includes compliance with Section 508 of the Rehabilitation Act of 1973 as amended (29 U.S.C. § 794d) which applies to all Federal agencies when they develop, procure, maintain, or use electronic and information technology.
  - (2) Delegate the responsibilities at the respective NASA Centers to manage and coordinate the Centers' printing, duplicating, and copying management programs with the NPMO.
  - (3) Ensure the Center's IPMO is responsible for managing the printing management program.
  - (4) Ensure no printing shall be done at the Government's expense unless authorized by law (that is, devoted to the work that NASA is required by law to undertake and is necessary in the transaction of the public business). No work of a private or commercial nature may be done at the Government's expense, even if reimbursed. No Government-printed matter produced with Government funds is to contain any advertisement that implies an endorsement of private interests (individual, firm, or corporation) or any specific commercial venture.
  - (5) Ensure all educational, informational, and non-technical publications made available to the public are numbered to allow for identification as to category, origin, and date of publication. This excludes internal administrative documents.

- (6) Ensure contractor operations, other than those operating established NASA in-house duplicating facilities, shall not become substantial sources of printing. Thus, the inclusion of a printing function or task as a cost to the Government is prohibited in all other NASA contracts. Administrative duplicating and copying necessary for the contractor to respond to the terms of the contract is allowable. Duplicating, through NASA contracts, grants, and cooperative agreements, is restricted to a maximum of 5,000 production units of any one page or 25,000 total units per document and are subject to the provisions of this NPD.
- (7) Advise NASA personnel that appropriate legal counsel at the NASA Centers or Headquarters shall be consulted for concurrence before reprinting, duplicating, or copying of the following materials (and similar material where reproduction undermines authenticity): obligations or securities of the U.S. Government, including bonds, national bank currency, U.S. notes, Treasury notes, gold certificates, silver certificates, and certificates of deposit; bills, checks, or drafts for money drawn by, or upon, authorized officers of the United States; obligations of any foreign government, bank, or corporation; U.S. and foreign postage and revenue stamps; passports; and official badges or other identifications generated by the U.S. Government. 18 U.S.C. §504 permits the reproduction of money and other obligations under specific guidelines.
- (8) Ensure Center duplicating facilities are equipped to produce work that cannot be procured commercially to support Agency requirements such as, but not limited to, rapid responsiveness or documents with "sensitive but unclassified" (SBU) information.
- (9) Ensure NASA, Onsite Contractor Locations, Associated Facilities, and Tenants use the NASA End-User Services program contract. As services offered under this program provide general office digital multifunctional equipment and printer supplies for printing, copying, scanning, and facsimile requirements, this applies to replication or printing of products that are below 5,000 production units of any one page, or below 25,000 production units in the aggregate of multiple pages of a single document. If quantities exceed this threshold, the product shall be routed to an authorized Agency Replications Center or procured through an approved GPO Procurement Vehicle. Any exceptions to using these services shall be authorized by the Center's CIO, to include any high-speed copiers or duplicators that produce more than 55 copies per minute, which are considered duplicating equipment and are not efficient for general office use. Contractors choosing to acquire their own copier services and not utilizing the Agency-Wide Copier Program Multifunctional devices will not be permitted to charge any higher cost differences between the contractor's selected vendor's cost per service and the equivalent service available under NASA's Agency-wide service offerings.
- (10) Ensure a requestor obtains prior authority to purchase, rent/lease, transfer, or exchange duplicating or copying equipment from the IPMO or Installation Copy Management Officer (ICMO) using the authorization request, NASA Form 868. The NASA Form 868 shall be prepared and processed with a complete justification, including intended use, production units planned or anticipated, and savings to be realized in operating costs. All available data regarding the cost of the equipment and the availability of local Center funds for procurement will be provided.
- (11) Ensure the printing of business cards is in compliance with NPD 1490.6, Business Cards.
- (12) Ensure the Center's ICMO is responsible for managing the copying management program and when applicable, providing key input and oversight to the NASA End-User Services Program contract support area that provides general office digital multifunctional equipment and printer supplies for printing, copying, scanning, and facsimile requirements.
- d. The Center's Installation Printing Management Officer (IPMO) shall:
- (1) Maintain technical direction over the production and procurement of printed, duplicated, and copied materials at the Center and shall establish Center procedures to maximize duplication efficiency.
- (2) Ensure that all requests for printing and duplicating are necessary and optimally processed.
- (3) Be responsible for maintaining printing production records and statistics to include (but not be limited to) printing production (and related statistics) and equipment inventory necessary to respond to the JCP report requirements and the Annual Printing Management Report.
- (4) Be responsible for maintaining printing metrics and filing production reports as requested by the NPMO. Center personnel must obtain prior authority to purchase, rent/lease, exchange, or transfer all printing, binding, and related or auxiliary equipment from the IPMO.
- (5) Promote the Communications Materials Review (CMR) process described in NPD 2521.1 and assist in compliance with CMR policies and NASA Graphics standards.
- (6) Implement a customer satisfaction survey at least once a year.
- (7) Ensure Center compliance with the Government Paper Specification Standards published by the JCP applies to all government publications and forms. All paper purchased directly or indirectly by NASA must meet or exceed the

minimum materials content requirements of E.O. 13693, Planning for Federal Sustainability in the Next Decade.

(8) Request an exception by submitting full details and justification to the NPMO if any provision of this NPD is considered to be prohibitively restrictive in achieving the specific essential objectives of a particular publication to be printed. (9) Ensure correspondence concerning duplicating, printing, copying, scanning, and faxing will be addressed to the NPMO through the IPMO. Similarly, requests for clarification of appropriate action regarding this NPD or subsequent directives from any other source in these matters will be addressed to the NPMO through the appropriate IPMO.

e. The Installation Copy Management Officer (ICMO) shall:

(1) Be the point of contact for administering office network printing, copying, faxing, and scanning services.

(2) Administer office network printing for volumes not to exceed 5,000 production units of any one page, or 25,000 production units in the aggregate of multiple pages of a single document, and coordinate volumes exceeding these amounts.

(2) Manage all aspects of the office copying services to include expert knowledge of network, multifunctional and printer device requirements.

(3) Be responsible for collecting office multifunctional and printer copy statistics and conduct analyses for optimum economy of operations.

f. The Assistant Administrator for Procurement shall:

(1) Ensure compliance with the Federal Acquisition Regulations (FAR) and the NASA FAR Supplement (NFS) that address the acquisition of printing and related supplies, as specified in FAR subpart 8.8 and NFS subpart 1808.

(2) Ensure that NASA Acquisition Offices include NFS clause 1852.208-81 "Restrictions on Printing and Duplicating" and FAR clause 52.204-4 "Printed or Copied Double-Sided on Postconsumer Fiber Content Paper" in solicitations, grants, and contracts in which there may be a requirement for printing/duplicating in excess of 5,000 production units of any one page, or 25,000 production units in the aggregate of multiple pages of a single document.

g. The Procurement Activity Officer shall ensure that all NASA contractor copier-related purchase/lease requests gain the concurrence of the ICMO if the copy equipment is to be obtained as a direct charge to the Government.

## 6. DELEGATION OF AUTHORITY

None.

## 7. MEASUREMENT/VERIFICATION

a. In assessing whether NASA is in compliance with current regulations or directives, the Agency shall accomplish the following:

(1) Collect accurate printing data, such as the number of jobs, production units, office copying statistics, and costs on an annual basis for reporting purposes to Congress.

(2) Conduct reviews, including inspections of duplicating facilities, for appropriate facility compliance with regulations.

(3) Oversee the conduct of Center self-assessments and surveys that pertain to printing functions.

## 8. CANCELLATION

NPD 1490.1 H, NASA Printing, Duplicating, and Copy Management dated September 17, 2010.

**Robert Lightfoot**  
**Acting Administrator**

## ATTACHMENT A: REFERENCES

A.1 Section 508 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794d.

A.2 Executive and Judiciary Printing and Binding, 44 U.S.C. §§1101-1123.

- A.3 Production and Procurement of Printing and Binding, 44 U.S.C. §§501-517.
- A.4 Promoting Efficient Spending, E.O. 13589 (November 9, 2011).
- A.5 OMB Circular A-123, Management's Responsibility for Enterprise Risk Management and Internal Control.
- A.6 OMB Memorandum M-02-07, Procurement of Printing and Duplicating Through the Government Publishing Office, May 3, 2002.
- A.7 Government Paper Specification Standards, United States GPO, February 1999, No.11.
- A.8 Government Printing and Binding Regulations, No. 26, Joint Committee on Printing, Congress of the United States, February 1990. A.9 Quality Assurance Through Attributes Program (QATAP), United States GPO, Publication 310.1, August 2002.
- A.10 Government Publishing Office Style Manual, 30th Edition (2008). United States Government Publishing Office, Washington, DC.
- A.11 NPD 1200.1, NASA Internal Control.
- A.12 NPD 1380.1, Managing Agency Communications.
- A.13 NPD 1490.6, Business Cards.
- A.14 NPD 2200.1, Management of NASA Scientific and Technical Information.
- A.15 NPD 2521.1, Communications and Material Review.
- A.16 NPR 1441.1, NASA Records Management Program Requirements, Appendix D.
- A.17 NPR 1450.10, NASA Correspondence Management and Communications Standards and Style.
- A.18 NPR 1600.1, NASA Security Program Procedural Requirements.
- A.19 NPR 2200.2, Requirements for Documentation, Approval, and Dissemination of NASA Scientific and Technical Information.
- A.20 NASA Graphics Standards, <http://communications.nasa.gov/content/nasa-graphics-standards>

## **ATTACHMENT B: ACRONYMS**

CFR Code of Federal Regulations  
CIO Chief Information Officer  
CMR Communications Material Review  
EUSAB End User Services Advisory Board  
FAR Federal Acquisition Regulation  
FEMP Federal Energy Management Program  
GPO Government Publishing Office  
ICMO Installation Copy Management Officer  
IPMO Installation Printing Management Officer  
JCP Joint Committee on Printing  
NASA National Aeronautics and Space Administration  
NFS NASA FAR Supplement  
NPD NASA Policy Directive  
NPMO NASA Printing Management Officer  
SBU Sensitive but Unclassified  
U.S.C. United States Code

**(URL for Graphic)**

None.

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